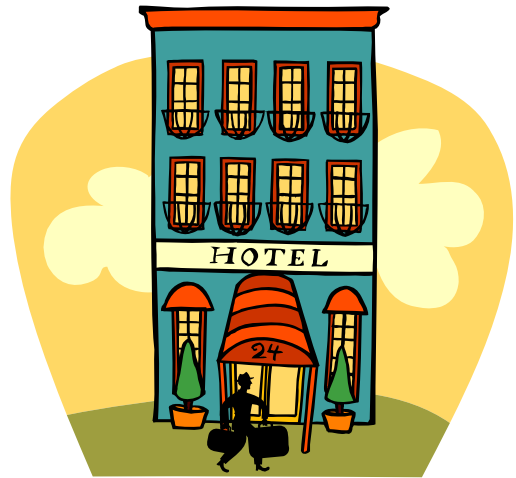


WASHINGTON STATE WIC TRAINING 2007 LODGING GUIDELINES

We encourage and appreciate all efforts taken by staff to reduce travel and per diem expenses. When possible, trainees are encouraged to share hotel rooms with other staff attending training. In addition to being a cost saving measure, it may be a lot of fun and provide more opportunity to network with your peers. Contact the State WIC staff if you would like assistance contacting another trainee who may be seeking a “room-mate” during the training week.

- Trainees who are traveling a distance of 50 miles or greater, one way, from their home or clinic (whichever is closest to the Training Center) are eligible for lodging reimbursement.
- Trainees must make their own lodging arrangements using a personal or agency credit card to guarantee reservations. **Ask the reservations agent for the “Government Rate”.** (A list of local hotels is included on the next page.)



- Lodging will be reimbursed at no more than \$76.00 per night, plus taxes. Any amount exceeding this rate will be the responsibility of the trainee or their local WIC agency.
 1. One trainee per single room is reimbursed at the actual room cost up to the state per diem total.
 2. If two trainees share a double room, they must split the cost of the room. Each must turn in a receipt for their portion of the costs.
- An original lodging receipt will be required by the State for lodging reimbursement. Staff may request additional copies from the motel if their local agency also needs an original motel receipt.
- Lodging reimbursement will not be paid to trainees staying with friends or family.

WASHINGTON STATE WIC TRAINING 2007 LODGING GUIDELINES

- Trainees may request reimbursement for lodging one night prior to the first day training **if they would have to begin travel prior to 7:00 am on the day of the training**. Staff should also obtain authorization from their coordinator to assure that weekend travel is permissible in their agency.

Persons requiring special accommodations (i.e. breastfeeding or daycare) please contact Sara Knight 1-800-841-1410 (x3664) or (360) 236-3664 or via email at sara.knight@doh.wa.gov .

Lodging Options near WIC Training Center

Here are some lodging options while attending WIC Training in Olympia. Staff may choose other options if desired.

Extended Stay America*

(360) 754-6063
1675 Mottman Rd SW
Tumwater WA 98512

Best Western Tumwater Inn

(360) 956-1235
5188 Capitol Blvd SE
Tumwater WA 98501

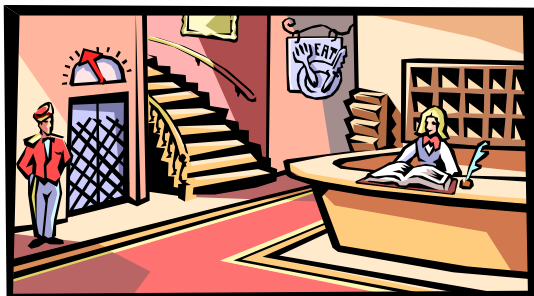
Comfort Inn

(360) 352-0691
1620 74th Ave SW
Tumwater WA 98501

West Coast Hotels

(360) 943-4000
2300 Evergreen Park Dr
Olympia WA 98502

Visit www.hotels.com for a full listing of area hotels.



*Remember to ask for
“Government Rates”
when making your lodging
reservations.*

*This is the hotel we prefer you stay at, although you are not required to do so. If you do, ask for the **“State Contracted Rate”** rather than the **“Government Rate.”**